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## RECORDS MANAGEMENT PROGRAM

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# RECORDS CONTROL SCHEDULE FOR THE

OFFICE OF THE  
DEPUTY DIRECTOR FOR ADMINISTRATION



RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule 14-75 for the Office of the Deputy Director for Administration is approved and implementation of the disposition instructions is authorized.


Prepared by:

Review:

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O/DDA Records Officer

  
Records Administration Branch


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Concurrence:

Approved:

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DDA/Records Management Officer

  
CIA Records Management Officer

*11 Sept. 1975*  
17 Sept. 1975  
Date

RECORDS CONTROL SCHEDULE		CLASSIFICATION <b>SECRET</b>	OLD SCHEDULE NO(S). <b>14-71</b>	REVISED SCHEDULE NO. <b>14-75</b>
OFFICE, DIVISION, BRANCH <b>Deputy Director for Administration</b>			DATE(S) OF OLD SCHEDULE(S) <b>August 1971</b>	DATE OF CONCURRENCE <b>28 JUL 1975</b>
TYPE CONCURRENCE OFFICER'S NAME AND TITLE <b>EO-DDA</b>			CONCURRENCE <b>(3)</b>	
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
<b>14-71 1</b>	<b>1</b>	<p><b>DEPUTY DIRECTOR'S SUBJECT FILE</b></p> <p>Consists of correspondence, memoranda, studies and related material which document the policies, planning and coordination of the Administrative (support) activities of the Agency. Files are originated by O/DDA or the Directorate components. The file also contains copies of correspondence and documents that were referred for signature or concurrence of the DDA. Official file copies for these are returned to the originating components or to the offices having primary responsibility for action. Operating offices maintain more complete files which include the background material, coordination and subsequent actions that are not reflected by the copies maintained in the central file for the DDA. The operating components have been designated as offices of record by records control schedules which were approved for each area office where the files are scheduled for permanent retention. Copies are maintained in the Chrono file for reference purposes of the DDA staff. Filed by project or subject according to the Agency File Manual.</p> <p>a. Substantive Documentary Material which reflects the direction and responsibility of the DDA. These files will be retained as the official record copies for the DDA staff.</p>		<p>Permanent. Disposal not authorized. Cut off file at the end of each calendar year; retain in current files area for two years then transfer to the Records Center.</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14-71 1	1	b. Extra copies of that material which duplicates the official file copies returned to the operating components.	TOP SECRET		Temporary. Cut off file at the end of each calendar year; retain for two years and destroy.
2	2	TOP SECRET FILE  Correspondence, reports and other papers maintained in a separate file because of Top Secret security classification. Filed by document number.			Dispose in accordance with scheduled disposition instructions for the papers to which the documents relate.
3	3	CHRONO FILE  Extra copies of all communications originated by members of the DD/A Staff. Maintained for reference purposes. Filed chronologically.			
3a		a. Chrono files dated through 1967. (Reflect direction and policy of DDS for period when Subject file system was not established.)			Permanent. Disposal not authorized. (All transferred to the Records Center)
3b		b. Chrono files dated subsequent to 1967.			Temporary. Destroy after one year. (Cut off at end of each year. Destroy one year thereafter.)
4	4	PROJECT FILES  Correspondence, memoranda, reports, approvals, and various data relating to programs and projects which require review, concurrence, or approval by the DD/A. Filed alphabetically by name.			Permanent. Disposal not authorized. Transfer to the Records Center when no longer needed for current operations.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14-71 5	5	AGENCY ISSUANCES FILE	<del>SECRET</del>		
5a		Copies of Regulations, Public Laws, Executive Orders, Notices, and other published issuances of the Agency. File is maintained for reference purposes for the Deputy Director and his assistants.			Temporary. Destroy when superseded or obsolete.
5b		Incorporated with 5a.			
7	6	ADMINISTRATIVE SUBJECT FILES			
		Correspondence, forms and other papers which accumulate in the general administration and in conducting the daily operations of the Deputy Director's immediate office. Included are machine listing of T/O's, copies of personnel actions, leave records, and other administrative matters. Filed by subject category.			Temporary. Destroy when obsolete or no longer needed.
8	7	CABLE FILES			
		Information copies of cables which are referred for attention of the DD/A and the A/DDA. Filed numerically.			Temporary. Destroy after 3 months. Maintain 3 months level then destroy oldest month.
9	8	COMMUNICATION CONTROL FILES			
		These are various posting media for recording, receipt, routing and final disposition for all communications received by the office.			
9a		a. Top Secret Log Books, retained signed copies, one copy forwarded to T.S. Control Officer. Filed chronologically. (Prior to 1955) (Discontinued)			Destroyed. All material transferred from DD/A custody more than 10 years ago.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14-71 9b	8	b. Top Secret Posting Record. Form 238 which supersedes a above. Document receipts are attached to the record when document leaves the area. Cards are filed by TS number and cross referenced by source.	SECRET		Temporary. Destroy 10 years after documents have been downgraded, transferred from custody or destroyed.
9c		c. Files and Routing Slips.			
9c(1)		1. Record of receipt and dispatch of all other classified material. Used as a log and control system for expediting or locating documents. File also used as an index in locating official record copies of material identified in Subject File (item 1). Filed by source.			Permanent. Disposal not authorized. Cut off at the end of each calendar year; retain in current files area for three years, then microfilm. Forward immediately the silver camera master (positive or negative) plus a diazo, vesicular, or silver reference copy to the Agency Archives. Paper copies may be destroyed after microfilm is verified by an Agency Official as an acceptable substitute based on standards prescribed in [REDACTED] and when no longer needed in current files area. (72-NW-172-131 dated 7 February 1972 approval from GSA/NARS). Retain one copy of microfilm in current files area for use as a locator and index file.
9c(2)		2. Files and routing slips filed numerically and a cross reference to 1 above.			Temporary. Cut off at the end of each calendar year and destroy one year later.
9d		d. Form 311 used to log classified and unclassified publications which usually require no follow-up. Filed chronologically.			Temporary. Cut off at the end of each calendar year; destroy one year later.
9e		e. Cable Log. A record of all cables received or dispatched by the office. Only cable numbers are recorded and maintained chronologically by date.			Temporary. Destroy after 1 year.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14-71 9f	8	f. Courier Mail Receipts. Copies of receipts for classified mail. Signed by couriers at time of pick up for delivery to addressees. Filed chronologically.			Temporary. Destroy after 3 months. Destroy oldest month upon filing of latest month's receipts.
9g		g. Document Receipts. Signed copies of receipts for classified material.			Temporary. Retain for 2 years then destroy
9h		h. Logs for S. I. Material			
		1. Top Secret			Temporary. Destroy 10 years after documents shown on forms are downgraded, transferred to Records Center, destroyed, or sent outside the control point.
		2. Secret and below			Temporary. Destroy after 2 years. (GRS 18-5)
10	9	HISTORIES OF DD/A COMPONENTS			
		Copies of histories prepared by each component within the DD/A Directorate. (Record copies maintained by Historical Staff.)			Temporary. Retain for ready reference. (Check with Agency Archives before destroying.)
11	10	REPORTS			
		Copies of Weekly Reports received from each DD/A component. Maintained for reference purposes.			Temporary. Retain for one year then destroy.
12	11	BRIEFING CHARTS			
		Oversize charts and maps used for briefings and meetings.			Temporary. Destroy when no longer needed for current reference.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14-71 13	12	<p><b>PERSONNEL FILES (Soft Files)</b></p> <p>Individual personnel folders maintained for the O-DD/A Staff personnel for administrative purposes.</p>			<p>Temporary. Transfer to gaining office if employee is reassigned; otherwise hold 6 months then destroy.</p>



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RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO(S)	REVISED SCHEDULE NO.
OFFICE, DIVISION, BRANCH		DATE(S) OF OLD SCHEDULE(S)	DATE OF CONCURRENCE	
Career Mgt Officer for the DD/A & Senior Training Officer for the DD/A.		14-71	14-75	
TYPE CONCURRENCE OFFICER'S NAME AND TITLE		CONCURRENCE		
A [REDACTED] CMO/DDA		(S)		
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
14-71 15	14	MG CAREER DEVELOPMENT FILES  Files contain copies of memoranda, biographic sketches, evaluations, career board actions, training requests, personnel files, and other documents relating to the MG careerists. Used in career management and personnel administration. Filed by individual's name or subject category.		
15a		a. Official records of the MG Career Sub-Group Board which include the minutes of meetings, correspondence, decisions and other papers which reflect policies and actions taken by the Board and the Administration Career Service Board. Files are maintained for the Executive Secretary and filed chronologically.		Permanent. Disposal not authorized. Break files annually, hold for two years or until no longer needed for current reference then transfer to the Registry for ultimate transfer to the Records Center.
15b		b. Soft files maintained on individual MG Service careerists, include documents relating to the individual's employment, his performance on the job, training, fitness reports, travel, and other related papers used in career planning. Filed alphabetically.		Temporary. Upon separation of the employee, screen folder and transfer pertinent personnel documents to the Office of Personnel for incorporation in the official personnel folder. Retain remaining portion of file for six months then destroy.
15c		c. Copies of Manning Tables, Staffing Patterns, TO's, Position Control Registers, Position Descriptions, Competitive Listings to rank employees, Machine listing of positions, personnel, language rosters, and other personnel management categories. Maintained by subject category.		Temporary. Destroy when superseded.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14-71 15d	14	d. Biographic profiles and fitness reports for MG Personnel. Maintained by grade level GS-8 through GS-16. Three sets of files are retained for the Support Officers for ranking purposes.		Temporary. Destroy when employee resigns from the Agency or is separated from the MG career service.
15e		e. A group of biographic files of other career designees. Maintained for ready reference as candidates for MG positions.		Temporary. Destroy when no longer of current interest.
16	15	REGULATION FILES  Copies of Agency Regulations, Notices, handbooks, Public Laws, and Executive Orders of specific interest to the Staff. Maintained for ready reference.		Temporary. Destroy when superseded or obsolete.
17	16	TRAINING OFFICER'S FILES  Copies of correspondence, statistics, external training facilities, course outlines, and other information on training activities and requirements. Used for evaluating training and in selection of Support personnel for external training. The majority of the files consists of individual folders on external courses and facilities such as, Industrial College, Brookings Institute, Naval War College, Senior Officers Schools, and others. Filed by course or facility.		Temporary. Destroy when superseded or no longer needed for reference purposes.
New Item	17	DDA PERSONNEL PLANNING FILES  APP (Annual Personnel Plan), PDP (Personnel Development Plan), EED (Equal Employment Opportunity) Reports. GMD does reports for M and MG Service. Consolidate M; MG and DDA for all areas.		

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14-71 New Item	17	<p>a. Policy and procedural materials which relate to above programs.</p> <p>b. Personnel Development Plan Statistical Alpha files</p> <p>c. Annual Personnel Plan (Office of Record - Office of Personnel)</p> <p>d. EPO Files Correspondence and Subject Files.</p>			<p>Permanent. Disposal not authorized. Transfer to Registry. Retain 2 years then transfer to Records Center.</p> <p>Temporary. Retain for 5 years after retirement to Records Center.</p> <p>Temporary. Destroy when 2 years old.</p> <p>Temporary. Destroy after 5 years.</p>

RECORDS CONTROL SCHEDULE		CLASSIFICATION <b>SECRET</b>	OLD SCHEDULE NO. <b>14-71</b>	REVISED SCHEDULE NO. <b>14-75</b>
OFFICE, DIVISION, BRANCH <b>DDA/Plans Staff</b>		DATE(S) OF OLD SCHEDULE(S) <b>August 1971</b>	DATE OF CONCURRENCE <b>28 JUL 1975</b>	
TYPE CONCURRENCE OFFICER'S NAME AND TITLE <b>Chief, Plans Staff</b>		CONCURRENCE <b>5</b>	<b>25X1A</b>	
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
<b>14-71</b>		This Staff is responsible for matters of planning, programming, and budgeting and related activities for the Administration Directorate.		
<b>18</b>	<b>18</b>	<b>PLANS AND PROGRAMS FILES</b>		
		Files consist of correspondence and documentation of the administrative planning and programming of manpower utilization and expenditures in the DD/A. Specific areas of interest are Appropriations, MBO, Planning Papers, Submissions to Agency Program Call, etc.		
<b>18a</b>		a. Program Planning. Studies requested by OMB or Planning papers initiated by the Staff.		Permanent. Transfer to the Registry when no longer of current interest; hold for one year then transfer to the Records Center.
<b>18b</b>		b. Office submissions to the Planning papers, O/Comptroller program call, briefings on program management.		Permanent. Transfer to the Registry when no longer of current interest; hold for one year then transfer to the Records Center.
<b>18c</b>		c. [REDACTED] and similar programs (Discontinued) (O/Comptroller is now office of record per Chief, Plans Staff.)		Permanent. Transfer to the Registry when no longer of current interest; hold for one year then transfer to the Records Center.
<b>18d</b>		d. Personnel Planning. Staffing complements, Personnel ceilings, manpower requirements, and monthly strength reports.		Temporary. Destroy when no longer of current interest.
<b>18e</b>		e. Miscellaneous papers relating to supergrades. (Discontinued)		Destroyed.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14-71 18f	18	f. Support material, background papers, and working files.			Temporary. Destroy when no longer of current interest.
18g		g. MBO. Status reports, minutes of management conferences.			Permanent. Disposal not authorized. Hold each FY's records in current files area for 3 years. Screen, destroy non-pertinent material, and retire to Records Center.
19	19	BUDGET FILES  These documents reflect the preparation and submission of budget estimates, Congressional budget hearings, project funding, materials and operating budgets for all DD/A components.			
19a		a. Budget estimates prepared by DD/A Plans Staff. (Record copy retained by O/Comptroller)			Temporary. Transfer to Registry at end of Fiscal Year; destroy after 2 years.
19b		b. Budget, Hearings and changes. (transferred to O/Comptroller)			
19c		c. Copies of office budget submissions, budget allotment files, reviews, etc.			Temporary. Destroy when no longer of current interest.
19d		d. Background papers concerning cost reduction program, ceiling, overtime, etc., related to budget preparation.			Temporary. Destroy after one year.
19e		e. Machine runs on T/O's, FAN reports, salary tables, contract ceilings.			Temporary. Destroy when superseded.
20	20	CHRONO FILES			
20a		a. Extra copies of all communications originated by members of DD/A Plans Staff. Retained for ready reference.			Temporary. Retain for one year then destroy.


OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14-71 20b	20	3. Information copies of cables (Discontinued)	<del>SECRET</del>		Destroyed.
21	21	DOCUMENT CONTROLS  Now maintained by the Registry. (These copies discontinued)			Destroyed.

RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO.	REVISED SCHEDULE NO.
OFFICE, DIVISION, BRANCH		DATE(S) OF OLD SCHEDULE(S)	DATE OF CONCURRENCE	
DDA/Support Operations Staff (Abolished December 1972)		14-71	August 1971	
TYPE CONCURRENCE OFFICER'S NAME AND TITLE		CONCURRENCE		
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
14-71		This Staff was abolished December 1972		
22		STAFF SUBJECT FILES  Correspondence, memoranda, studies and related material which accumulate in carrying out the responsibilities and functions of the Staff. Some specific areas of interest are reports on various meetings and committees, preparation of speeches for the DDA, Information Processing Coordination Board, computers and data processing, the Support Bulletin, the Support Historical Program, the Agency's movie program, honor and merit awards, emergency planning.		
22a		a. Substantive material which reflects policy, direction, and responsibility of the DDA on the above matters; except Emergency Planning which was transferred to Logistics.		Permanent. Disposal not authorized. Material retired to Records Center with Item #1 of this schedule.
22b		b. Historical Program.		Transferred to History Staff.
22c		c. Speeches. (Discontinued)		Transferred into Schedule 14-71, Item 22a.
22d		d. Movie Program. (Discontinued)		Destroy.
22e		e. Background and reference files. (Discontinued)		Destroyed.
23		SUPPORT BULLETIN  Discontinued		



OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION <b>SECRET</b>	VOLUME	DISPOSITION INSTRUCTIONS
14-71 23a		a. One copy of each publication.			Held in DDA Registry. Transfer to Archives when no longer needed.
23b		b. Drafts and Work Papers (Discontinued)			Destroyed
24		REGULATIONS (Discontinued)			Destroyed
25		DOCUMENT CONTROL (Discontinued)			Destroyed

RECORDS CONTROL SCHEDULE		CLASSIFICATION (New)	REVISED SCHEDULE NO. 14-75
OFFICE, DIVISION, BRANCH Assistant for Information/DDA		DATE(S) OF OLD SCHEDULE(S)	DATE OF CONCURRENCE 29 JUL 1975
TYPE CONCURRENCE OFFICER'S NAME AND TITLE [REDACTED] AI/DDA 25X1A		CONCURRENCE /S/	
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	DISPOSITION INSTRUCTIONS
New	22	<p>This is a newly created office which has general oversight responsibility for all of the information elements of the DDA Staff: the Information Systems Analysis Staff, the Information Review Staff, and the History Staff. This position serves as the overall Agency focal point for matters affecting the Agency under the amended Freedom of Information Act of 1974 and the Privacy Act of 1974. As such, the position is responsible for the development of Agency policy with regard to public release of Agency information.</p> <p>SUBJECT FILES</p> <p>Correspondence, statistics and reports relating mainly to overseeing activities relating to the Freedom of Information Act and the Privacy Act. Included are policy and procedural material, statistical reports, working papers and appeals. Also the secretariat's minutes of meetings for the Information Review Committee.</p> <p>a. Policy and Procedural Material.</p> <p>b. IRC Minutes and Agenda.</p> <p>c. Working Files. Maintained to monitor cases being acted upon by other components.</p>	<p>[REDACTED] EGIB</p> <p>Permanent. Disposal not authorized. Transfer to DDA Registry after 2 years. (For retirement to Records Center.)</p> <p>Permanent. Retain in current files indefinitely. (Transfer to Records Center when no longer needed.)</p> <p>Temporary. Return to IRS when action completed.</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
New	23	PRIVACY ACT FILES			Permanent. Disposal not authorized. Retain for 2 years then transfer to Records Center.
		Contains guidelines for implementing the Privacy Act issued by the Office of Manpower and Budget, Civil Service Commission, etc.; a complete inventory of Agency record systems subject to the Act and legislative background on the Agency's general exemption.			
	24	CHRONO FILES			ILLEGIB
		Extra copies of correspondence maintained for reference purposes.			Temporary. Destroy after 2 years.
	25	STATISTICS REPORTS			Temporary. Retain for 1 year then destroy.
		Received and maintained to monitor all programs for which the Assistant for Information is responsible.			

RECORDS CONTROL SCHEDULE		CLASSIFICATION SECRET	OLD SCHEDULE NO(S). New	REVISED SCHEDULE NO. 14-75
OFFICE, DIVISION, BRANCH Assistant for Resources/DDA			DATE(S) OF OLD SCHEDULE(S)	DATE OF CONCURRENCE 29 JUL 1975
TYPE CONCURRENCE 25X1A [REDACTED] AR/DDA			CONCURRENCE /S/	
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
New	26	<p>This is a newly created office which has the responsibility for the formulation of recommendations to the DDA relative to Directorate policy on its utilization of resources. In addition to the normally considered resources available to the Directorate of manpower and money, the position also serves as the ADP Data Base Manager for the Directorate.</p> <p>WORKING FILES</p> <p>Copies of correspondence relating to Agency investigations, DDA programs, agendas for Management Conference and day to day operational material for which the Assistant for Resources acts for the DDA. Official copies are maintained in the DDA Registry.</p>		Temporary. Destroy when no longer needed for daily activities.

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14.02-71 14a	11	a. Source			<p>Permanent. Disposal not authorized. Cut off at the end of each calendar year; retain in current files area for three years, then microfilm. Forward immediately the silver camera master (positive or negative) plus a diazo, vesicular, or silver reference copy to the Agency Archives. Paper copies may be destroyed after microfilm is verified by an Agency Official as an acceptable substitute based on standards prescribed in FPMR 101-11.5 and when no longer needed in current files area. (72-NN-172-131 dated 7 February 1972 approval from GSA/NARS). Retain one copy of microfilm in current files area for use as a locator and index file.</p>
14b		b. Numerical file.			<p>Temporary. Destroy after two years.</p>

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